



DEPARTMENT OF THE NAVY

CENTER FOR NAVAL AVIATION TECHNICAL TRAINING
230 CHEVALIER FIELD AVENUE SUITE C
PENSACOLA, FLORIDA 32508-5168

CENNAVAVNTECHTRAINST 3100.1

N1

26 Aug 03

CENNAVAVNTECHTRA INSTRUCTION 3100.1

Subj: SPECIAL INCIDENT REPORTING

Ref: (a) OPNAVINST 3100.6G
(b) MILPERSMAN 1770

1. Purpose. To prescribe procedures to be utilized by Navy and Marine Corps activities within Center for Naval Aviation Technical Training (CENNAVAVNTECHTRA) domain for reporting special incidents.

2. Cancellation. NAMTRAGRUINST 3100.2.

3. Policy. It is the policy of Commanding Officer, CENNAVAVNTECHTRA that all Units and Detachments comply strictly with the Special Incident Reporting procedures contained in reference (a). In the event of doubt as to whether an event or incident is of Chief of Naval Operations or National level interest, resolution shall be made in favor of sending appropriate special incident report (i.e. OPREP-3, NAVY BLUE, Unit SITREP). Furthermore, if local or national media interest become involved in an incident not initially reported, report incident via appropriate special incident report stating, "media interest was not initially expected, therefore, incident not initially reported" (or words to this effect), in the message text.

4. Background

a. Reference (a) provides Navy-wide OPREP-3, NAVY BLUE and Unit SITREP reporting procedures intended to cover the entire spectrum of special interest or events, which may attract national or high-level Navy interest.

b. Personnel Casualty Reporting (PCR) will normally suffice to notify authorities of incidents of death, illness, injury or wounds of a serious nature. (Reference (b) refers.) However, certain incidents such as suicides require Unit SITREP reporting in addition to a PCR. Suicide attempts and gestures are also a part of the PCR system, but are of such significance that dual reporting is required through procedures outlined per references (a) and (b).

c. In addition to those occurrences which warrant special incident reporting, other situations may arise that impact the ability of the command to perform its mission, may attract local area interest (but not national interest), or are otherwise of significant interest to the Commanding Officer, CENNAVAVNTECHTRA. It is essential such situations be reported in a timely manner via Unit SITREP.

5. Special Incident Reporting Procedure

a. Unit SITREP

(1) Upon obtaining knowledge of an event or incident that meets the reporting criteria in reference (a) or paragraph 3c above, Unit or Detachment will immediately contact the CENNAVAVNTECHTRA Staff Duty Officer (SDO) (cell: (850)426-2029). In addition to contacting the SDO, if desired, Unit CO or Detachment OIC may contact CENNAVAVNTECHTRA CO or Executive Director directly.

(2) Prepare Unit SITREP following message format, include subject line (see note below) and time requirements per reference (a). Address message as follows:

TO: CENNAVAVNTECHTRA PENSACOLA FL//N00//
INFO: NETC PENSACOLA FL//N00//
NAVPERSDEVCOM NORFOLK VA//N00//
(Additional addressees may be required depending
upon the situation reported and info addressees
prescribed reference (a))

NOTE

To ensure proper routing of Unit SITREP via Defense Messaging System (DMS), include subject line as follows:

SUBJ/UNIT SITREP-(INCIDENT REPORTING)//

(I.E. SUBJ/UNIT SITREP-VIOLENT CRIME//, SUBJ/UNIT SITREP-SUICIDE ATTEMPT//)

b. OPREP-3/NAVY BLUE. Follow procedures delineated per reference (a).

6. Action. CENNAVAVNTECHTRA Units and Detachments shall ensure all cognizant personnel are well versed in special incident reporting procedures set forth herein, and shall ensure strict compliance with requirements for OPREP-3, NAVY BLUE, and Unit SITREP per reference (a). Accurate and timely reporting of events or incidents is essential to command effectiveness and responsibility.

/S/
R. C. MOCK

Distribution:
CENNAVAVNTECHTRA Staff
CENNAVAVNTECHTRA Units and Detachments

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